

How do I become a REAC Certified UPCS Inspector?

Introduction All HUD assisted and insured housing (MF and Public Housing) covered under the Department's Uniform Physical Condition Standards (UPCS) regulations must be inspected by individuals certified in the Department's UPCS inspection protocol and procedures. The Physical Assessment Sub System (PASS) of the Office of Public and Indian Housing - Real Estate Assessment Center (PIH-REAC) facilitates these inspections. The information below explains how to become a certified UPCS inspector.

Procedures The following 14 steps describe how to become a certified UPCS inspector.

Step	Who Does It	What Happens
1	Potential training participant	Accesses and reads the Physical Inspection web page (http://www.hud.gov/offices/reac/products/pr_odpass.cfm) to get information about training, assessment questionnaire, Inspector Administration and Quality Assurance
2	Potential training participant	Electronically submits the Inspector Candidate Assessment Questionnaire via email to: inspector_assessment_form@hud.gov
3	PIH-REAC (UPCS Inspection Training Team)	Reviews information from potential training participant to determine whether or not the individual meets the training qualifications.
4	Qualified Inspector Candidate	Receives and reviews congratulatory email from UPCS Inspection Training Team. If desired, submits training request in appropriate format, to the Training Team via email: reac_pass_regstr@hud.gov
5	PIH-REAC (UPCS Inspection Training Team)	Receives request and confirms availability of training session requested by trainee. Provides trainee with training materials and software via website.
6	Qualified Inspector Candidate	Provides verifiable documentation to PIH-REAC, certifying their Inspector Candidate Assessment Questionnaire submitted information

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7	PIH-REAC (UPCS Inspection Training Team)	Reviews verifiable documentation for completeness. Confirms proper install/download of inspection software. Sends Final Confirmation via email to Qualified Inspector Candidate
8	Qualified Inspector Candidate	Training Phase I: Attends 5 day training session, participates fully, and passes all tests. 100% attendance is mandatory.
9	PIH-REAC (Inspector Administration)	Once Certification Training Phase I is successfully passed, provides inspector photo id badge and "M" id number
10	Conditionally Certified UPCS Inspector	Receives a REAC Inspection assignment by either winning a bid and awarded an inspection assignment on the Reverse Auction Website and/or receives inspection assignment directly from a Servicing Mortgagee (or an inspection company providing the Servicing Mortgagees that service).
11	PIH-REAC (Quality Assurance)	Phase II Training: QA staff monitors new inspector for first 2 inspection days, providing on-site training
12	PIH-REAC (Quality Assurance)	Phase II Training: QA staff monitors inspector on 3 rd inspection day which is the final exam. QA determines on-site, if inspector qualifies for full certification or recommends suspension from the program
13	PIH-REAC (Inspector Administration)	Receives QA determination for Full Certification (inspector is permitted to conduct inspections independently). Receives Inspector File from Training.
14	PIH-REAC (UPCS Inspection Training Team)	If recommended for suspension from the program, inspector will be referred to the Training Team. Inspector Candidate will be invited to re-apply 12 months from date of final QA.

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Required Item to be submitted	<p>The following questionnaire must be completed and submitted electronically.</p> <ul style="list-style-type: none">• Go to the following website page: http://www.hud.gov/offices/reac/products/prodpass_iaform.cfm Follow the procedures, important notes and reminders.• Email completed Inspector Assessment Form to: Inspector_Assessment_Form@hud.gov
Cost of training	<p>There are no tuition fees for this training. The inspector candidates are responsible for their own travel/lodging expenses.</p>
Contact Us	<p>For more information, call the REAC's Technical Assistance Center (TAC) at 1 (888) 245-4860 (7:00 AM – 8:30 PM EST) or email the Inspection Certification Training Team directly: Inspector_Assessment_Form@hud.gov</p> <hr/>